

California State Library
Library Services and Technology Act

LSTA Reporting Materials

Included here are instructions and forms for submitting reports required of your Library Services and Technology Act (LSTA) award. The submission of reports as instructed maintains eligibility for claim of payments. Failure to meet reporting deadlines may delay release of funds to the project, and may affect a decision on any future awards.

This packet contains:

1. LSTA 7 Quarterly Narrative Report
2. LSTA 8 Quarterly Fiscal Report
3. LSTA 9 Final Narrative Report
4. LSTA 4 Grant Award Modification
5. Procedural Requirements for Grant Award Receipt and Accounting

One copy of each form is included. Please **duplicate** completed forms as necessary for information of your project staff and filing of reports. A financial claim for the second half payment of the program award, if needed, will be sent in the second quarter of the 2003/04 federal fiscal year. Once the grant recipient has fulfilled all project reporting requirements including returning all unspent grant funds by the dates specified in the grant program, the financial claim form for the remaining 10% of the total grant award will be issued. All correspondence should be sent to:

**California State Library
Budget Office - LSTA
P.O. Box 942837
Sacramento, CA 94237-0001**

For direct delivery, the street address is: 1029 J Street, Suite 400, Sacramento, CA 95814-9998.

Reporting forms are also available for downloading via the Internet. Please visit the California State Library Website at: <http://www.library.ca.gov/html/grants.cfm> under "Reporting and Control Documents".

For assistance, contact:

Jay Cunningham, Federal Program Coordinator
Telephone: (916) 653-8112
E-Mail: jcunningham@library.ca.gov

Colette Moody, Budget Analyst
Telephone: (916) 653-3862
E-Mail: cmoody@library.ca.gov

Enclosures

JLC/CJM 4/03 (RptPkg02)